APPENDIX IV A

EVOLVING A PROGRAMME OF TEACHER EDUCATION AT PLUS 2 STAGE

Job Analysis Scale
for
Higher Secondary Teachers

CENTRE OF ADVANCED STUDY IN EDUCATION
FACULTY OF EDUCATION AND PSYCHOLOGY
M. S. UNIVERSITY OF BARODA
BARODA - 390 002

CENTRE OF ADVANCED STUDY IN EDUCATION
Faculty of Education and Psychology
M. S. University of Baroda,
Baroda - 390 002

Dear Sir/Madam,

I am a research scholar at this centre working for my doctoral degree in education on the theme "EVOLVING A PROGRAMME OF TEACHER EDUCATION AT PLUS 2 STAGE". In order to investigate into this research problem, I have prepared questionnaires for higher secondary teachers, principals, teacher educators and experts in the field. This job analysis scale has been specially prepared for higher secondary teachers to collect data regarding their functions in the school.

I am sure, as an experienced and conscious teacher, you would be able to delineate specific functions of higher secondary teachers and help in identifying the elements of teacher training programme for higher secondary teachers.

++ This job analysis scale (excepting the part on general information) consists of statements regarding the job you do as a teacher in the school. You may read each statement carefully and give your judgement regarding the given statement under the three categories viz. very essential, essential and not essential. At the end of the scale some space is provided for your comments, opinions, and suggestions regarding the functions of higher secondary teachers.

I request you to kindly give the required information and express your view points freely. I shall be highly obliged and ever gratefully remembering your willing co-operation and contribution to this little piece of research.

With kind regards,

Date :

Yours sincerely,

R.S. Mani

Place : BARODA

(R. S. MANI)

Part - I GENERAL INFORMATION

1. Name of the Teacher :

2. Name of the school and Address :

3. Age :_____years

4. Sex : Male ( ) Female ( )

5. Experience : Teaching _____ years
Research _____ years

6. Qualifications

(a) Subjects offered by you at

i) Graduation level

ii) Post-graduation level

(b) Methods of teaching school subjects offered by you at B.Ed./B.T. level

i)

ii)

7. Specify the classes and subjects you are teaching:

Class	Subjects
_____	_____
_____	_____
_____	_____
_____	_____

8. Number of periods you take per week : _____

Part II : Items of Teacher's Job

INSTRUCTIONS :

1. This job analysis scale consists of the statements related to the job of a higher secondary teacher in the school. Against each statement three categories are provided - Very Essential, Essential, Not Essential. You have to read each statement carefully and give your judgement by encircling the number corresponding to the category to which you would like to place the statement for example.

Example			
Statement	(3)	2	1

2. In this job analysis scale, item numbers 26 and 50 to 59 are related to the laboratory work and therefore, only science teachers need attempt these items.

3. At the end of the job analysis scale some space is provided for your comments, opinions and suggestions

	Very Essen-tial	Essen-tial	Not Essen-tial
The Higher Secondary Teacher..			
GENERAL			
1. helps in admission work	3	2	1
2. trains students for special examinations like			
i) General knowledge test	3	2	1
ii) Scholarship Examination	3	2	1
iii) Talent search Examination etc.	3	2	1
3. Contacts parents to discuss problems of students	3	2	1
4. Supervise library activities of students	3	2	1

	Very Essen-tial	Essen-tial	Not Essen-tial
ADMINISTRATIVE, THE RELATIONSHIP WITH COLLEAGUES AND STUDENTS :			
5. Maintains good relation with the colleagues	3	2	1
6. Respects the orders and directions of the head of the department/principal	3	2	1
7. Prepares time-table	3	2	1
8. Maintains school records of pupils work and progress and other relevant information	3	2	1
9. Participates in staff meetings	3	2	1
10. Participates in decision-making	3	2	1
11. Maintains attendance register/s	3	2	1
12. Contributes his ideas for institutional planning	3	2	1
13. Discusses the problems of teaching and administration with the colleagues	3	2	1
14. Maintains good relation with students	3	2	1
15. When there is a need, engages extra or proxy class/es	3	2	1
TEACHING :			
16. Maintains discipline in the class-room.	3	2	1
17. Identifies the facts, concepts and principles appropriate to a given group of pupils	3	2	1
18. Attempts to know the recent developments in the subject (i.e.physics, Chemistry, History etc.)	3	2	1
19. Tries to understand and explain the themes and links within the subject and its relation with other subjects	3	2	1

	Very Essential	Essential	Not Essential
20. Devises lesson plans, syllabuses in the subject (Physics, Chemistry, History, Commerce etc.)	3	2	1
21. Tries to know the pupils' previous work (knowledge) in the subject and of their likely future studies.	3	2	1
22. Tries to gather the information regarding progress of pupils' work in other areas of the school curriculum	3	2	1
23. Prepares a scheme of work for a required period (weekly, monthly, semester) and follows the same.	3	2	1
24. Develops the skill of speaking, clearly and fluently to individuals, small groups, large groups.	3	2	1
25. Follows the methods appropriate to the teaching of the subject (Physics, Chemistry, History etc.)	3	2	1
26. Lays adequate emphasis on the laboratory work with individuals and small groups (in case of Science subject like Physics, Chemistry, Biology etc.)	3	2	1
27. Gives importance to the project work with individuals and small groups.	3	2	1
28. Understands the level of students and presents the content matter.	3	2	1
29. Selects and presents the illustrations and examples appropriately.	3	2	1
30. Asks relevant questions to pupils	3	2	1

	Very essen-tial	Essen-tial	Not essen-tial
31. Encourages students to do well in their learning activities	3	2	1
32. Tries to point out the common sources of pupils' errors and misconceptions in the subject	3	2	1
33. Organises group discussion	3	2	1
34. Poses problems to students	3	2	1
35. Allows students to hypothesize	3	2	1
36. Asks students to interpret the given data	3	2	1
37. Facilitates students to draw proper conclusions	3	2	1
38. Involves students in the discussion/s	3	2	1
39. Utilises the experimental data for making generalisations	3	2	1
40. Tries to cater to all the students in the class-room.	3	2	1
41. Explores different ways of presentation to make the teaching attractive	3	2	1
42. Tries to make the pupil aware of his/her own strengths and weaknesses in the subjects.	3	2	1
43. Writes on the blackboard clearly legibly, draws figures neatly.	3	2	1
44. Uses the mechanical and technical devises to aid the teaching of the subject.			
i) Over head projector	3	2	1
ii) Slide projector	3	2	1
iii) C.C.T.V.	3	2	1
iv) Slides,microscope,models etc.	3	2	1

	Very essential	Essential	Not essential
45. Uses the other resources available to aid the teaching of the subject.			
i) the books	3	2	1
ii) pamphlets	3	2	1
iii) Journals and magazines	3	2	1
iv) Specimens, models etc.	3	2	1
46. Devises and sets the home work assignment and evaluates the work done	3	2	1
47. Gives directions and suggestions for the self study of students	3	2	1
48. Criticises the undesirable behaviour of students	3	2	1
49. Punishes the students with adequate reason	3	2	1
LABORATORY WORK			
50. Organises and arranges the laboratory for work in Science	3	2	1
51. Supervises the			
i) Laboratory work	3	2	1
ii) Individual work	3	2	1
iii) Group work	3	2	1
iv) Project work	3	2	1
52. Helps students to conduct the experiments methodically and facilitates the interpretation of the data	3	2	1
53. Gives clear instructions for the laboratory work	3	2	1
54. Alerts pupils about the precautions to be taken while doing experiments	3	2	1
55. Devises teaching aids, experiments and demonstrations, in science	3	2	1

	Very essen-tial	Essen-tial	Not essen-tial
56. Demonstrates experiments and techniques to pupils	3	2	1
57. Gives directions for organising the laboratory work and supervises the laboratory technicians work	3	2	1
58. Maintains laboratory records and follows the procedures in ordering and arranging the maintenance of equipment in the laboratory used in teaching science.	3	2	1
59. Places orders for the chemicals/materials/ apparatus/equipment required for the laboratory work	3	2	1
EVALUATION :			
60. Sets the question papers	3	2	1
61. Constructs the test/s	3	2	1
62. Evaluates the performance of students	3	2	1
63. Interprets the results of tests and examinations of the subject he is teaching	3	2	1
64. Discuss with students the test performance and suggest remedial measures	3	2	1
GUIDANCE AND COUNSELLING :			
65. Guides the students in making choice about the further education and of the opportunities in employment for pupils in their interest area	3	2	1
66. Guides the students to solve their problems (academic as well as personal)	3	2	1
67. Understands the problems of students emphathetically	3	2	1

CO-CURRICULAR ACTIVITIES :	Very essential	Essential	Not essential
68.organises			
i) field visits	3	2	1
ii) Debates	3	2	1
iii) Music	3	2	1
iv) Exhibition	3	2	1
v) Excursion	3	2	1
69.Organises activities like			
i) N.C.C.(National Cadet Corps)	3	2	1
ii) N.S.C. (National Service Scheme)	3	2	1
iii) School functions like Independence day, Republic Day etc.	3	2	1
IN-SERVICE TRAINING :			
70.Participates in the activities like			
i) Seminar/s	3	2	1
ii) Symposium	3	2	1
iii) Workshop	3	2	1
iv) Conference	3	2	1
71.Conducts action research for solving the problems of the pupils	3	2	1
72.Consults experts on the field to solve the academic problems	3	2	1
73.Writes article, notes and review leading to his professional growth	3	2	1
74.Conducts some research projects in collaboration with the research institutes	3	2	1

Any other comments, suggestions you would like to provide regarding the functions of higher secondary teachers.

APPENDIX IV B

Table showing the schools included in the sample, number of questionnaires received and sample characteristics

Sl. No.	Name and address of the school	Number of Teachers		Qualification				Subjects Teaching			
		Male	Female		M.A.	M.Sc.	M.Com.	Langu-ages	Maths and Science	Comm-erce	Huma nities
1.	Jeevan Sadhana High School, Navi Dharthi, Vadodara	3	4		2	5	-	1	5	-	1
2.	Sri Narayan High School, Wadi, Swaminarayan Road, Vadodara	3	-		3	-	-	3	-	-	-
3.	Sri Sayaji High School, Baroda	3	1		1	2	1	-	2	2	-
4.	Sri Sayaji Girls High School, Gadiyalipole, Vadodara	1	2		1	-	2	-	-	2	1
5.	H.C.Parekh High School, Galora Bhavan-1, Behind Khanderao Market, Behind Shia Baug, Vadodara	3	1	B.Sc 1	2	-	1	1	1	1	1
6.	Shree D.H.Parekh Model High School, Dandiya Bazar, Vadodara	5	-	B.A 1 B.Com 12		1	-	2	-	3	-
7.	Shree H.J. Parekh Model High School, Near Navrang Talkies, Vadodara	3	-		2	-	1	1	-	1	1
8.	M.E.S.Girls High School, Moghalwada, Near Gendigate, Vadodara	2	3		4	-	1	4	-	1	-
9.	Navrachana High Secondary School, Baroda	-	2		-	-	2	-	-	2	-

Sl. No.	Name and address of the school	Number of Teachers		Qualification				Subjects Teaching			
		Male	Female		M.A.	M.Sc.	M.Com.	Langu-ages	Maths and Science	Comm-erce	Huma-nities
10.	Basil High School, Baroda	3	4		1	5	1	1	5	1	-
11.	Swami Vidyamandji Vidya Vihar, Geetha Mandir, Pratapnagar Road, Vadodara	1	2		3	-	-	2	-	-	1
12.	M.C.High School, Salatwada New Kanti Road, Vadodara	-	5	BA 1	2	1	1	1	1	1	2
13.	Navyug Vidyalaya, Fatehgunj, Vadodara	3	2	BA 1 B.Sc 1 B.Com 1	2	-	-	1	1	1	2
14.	Kendriya Vidyalaya, Vadodara	2	1	1	2	-	-	-	2	-	1
15.	Shree Bharathi Vidyalaya, Baranpura, Vadodara	4	1	B.Sc 1 B.A. 2	1	-	1	2	-	2	1
16.	M.E.S.Boys High School, Yakutpura, Vadodara	4	-		3	1	-	3	1	-	-
17.	Lal Bahadur Shasthri Vidyalaya, Harni Road, Fathepura, Vadodara	8	4	B.Sc.1 B.A. 1 B.Com1	5	3	1	6	4	2	-
18.	M.K. High School, Alkapuri, Vadodara	2	-		1	1	1	1	-	1	-
19.	Shri Lagharam Sindhi High School, Behind Nagar Baug, Nani Chhipvad, Mandvi, Vadodara	2	1	B.Sc.1	1	-	1	1	1	-	1

Sl. No.	Name and address of the school	Number of Teachers		Qualification				Subjects Teaching			
		Male	Female		M.A.	M.Sc.	M.Com.	Languages	Maths and Science	Commerce	Humanities
20.	Jyothi Vidyalaya, Govindrao Manekrao Road, Vadodara	-	1		1	-	-	1	-	-	-
21.	H.V.Shroff Memorial High School, Near Mandvi, Ladvada, Vadodara	7	3		5	4	1	4	4	1	1
22.	Baroda High School (Junior) O.N.G.C., Makarpura Road, Vadodara	-	4		2	2	-	1	2	-	1
23.	Alembic Vidyalaya, Alembic Road, Vadodara	3	-	B.Sc.	1	1	-	1	2	-	-
24.	R.N.K. Pandya High School, Chithekhan Galli, Bedigate Road, Gendigate, Vadodara	-	1		-	-	1	-	-	1	-
25.	Utkarsh Vidyalaya, Gothri Road, Behind Water Tank, Near Gadhapura, Race Course, Vadodara	1	2		2	1	-	1	1	-	1
R 26	Smt.Maniben Patel Girls' High School, Station Road, Near Bus Depot, Chhotaudaipur, Vadodara District	3	-	B.Com.	1	2	-	2	-	1	-
R 27.	Shah N.B.Sarvajanik High School, Nava Bazar, Miyagam Karjan, Vadodara District	5	1		3	1	2	3	1	2	-

Sl. No.	Name and Address of the School	Number of Teachers		Qualification				Subjects Teaching			
		Male	Female		M.A.	M.Sc.	M.Com.	Langu-ages	Maths and Science	Comm-erce	Huma nities
R28.	G.R.Bhagat High School, Badrava, Ta.Savli, Vadodara District	2	-		-	-	2	-	-	2	-
R29.	D.V.Parekh Sarvajanik High School, Station Road, Gojpur Sankheda, Main Post, Sankheda, Vadodara District	4	-	B.A.3	1	-	-	2	-	1	1
R30.	Shree Sarvajanik High School, Shinor, Vadodara District	6	-	B.Sc.1	2	2	1	2	3	1	-
R.31.	Shree Dwarkesh Sarvajanik High School, Near Railway Station, At Post.Bahadarpura, Ta.Sankheda, District Vadodara	1	-		1	-	-	1	-	-	-
R32.	Vakal High School Mobha Road, (Padra), Ts.Padra, District.Vadodara	6	-	B.Sc.2 B.A. 1	1	-	2	2	2	2	-
R.33	Shree M.H. Dayaram Sharda Mandir High School, Vadodari Bhagol, Near Godown Dabhoi, Vadodara District.	4	2		2	3	1	1	3	1	1
	R = Rural	94	47		60	34	24	51	41	32	17
		141									